

GLOSSARY

- Ability:** *a special skill or talent that a person has*
- Accept:** *to make the changes permanent*
- Aggressive:** *very competitive or attacking*
- Align:** *arrange text or paragraph along the page margins*
- Always:** *at all times, forever*
- Appreciate:** *value, admire, be thankful for*
- Assertive:** *being direct and firm but respecting other people's rights*
- Attitude:** *the meaning of attitude is one's tendency to respond in a certain way towards a certain idea, object, person, or situation*
- Auto-correct:** *a feature of word processing software which corrects spellings as one type*
- Auxiliary Verbs:** *used along with a main verb to convey additional information, such as time and mood. There are three main auxiliary verbs: Be, Do and Have.*
- Beautician:** *a person whose job is to give people beauty treatment*
- Biodiversity:** *variety of different types of plants and animals*
- Bold:** *making the text appear darker than the rest*
- Bullying:** *hurting or forcing someone to do something they do not want to do*
- Business idea:** *a business idea is solution that an entrepreneur thinks of to serve the customer.*
- Business plan:** *a business plan is a detailed plan of what an entrepreneur wants to achieve through the business and how it will be achieved.*
- Chulha:** *Hindi word for locally made oven, usually made out of bricks or clay*
- Coherent:** *making sense, related to the main topic*
- Commitment:** *dedication; intense devotion to something*
- Communication:** *sharing of information between two or more people to reach a common understanding*
- Concise:** *using simple words and saying only what is needed, not extra*
- Concrete:** *using exact words and facts*
- Confidence:** *confidence means to believe in oneself and one's approach to running a business.*
- Control:** *being responsible and keeping track*
- Courteous:** *showing respect, polite, friendly*
- Creativity:** *means to believe that one can come up with ideas that others have not thought of before.*
- Critical Thinking:** *means to understand a situation or problem by asking oneself questions (why, what, when, how) and researching the reasons that caused the situation or a problem.*

NOTES

Customer survey: is an exercise that entrepreneurs do to understand whether there is a market for what they have to offer

Deadline: a date by which something should be completed

Ecology: inter-related systems in the environment between all organisms

Ecotourism: tourism which is safe for the environment

Encourage: give support or confidence

Exclamation: a sudden cry or remark expressing surprise, emotion, or pain.

Footer: a section of the document that appears at the bottom margin of the page.

Frequently: another word for regularly.

Green Products: products or items that do not harm the environment

Guidelines: a general rule, principle or piece of advice.

Header: a section of the document that appears in the top margin of the page

Humanity: quality of being good human

Implement: putting a plan in action

Impression: an idea, a feeling or an opinion about something or someone.

Independence: means one's ability to work alone and have the confidence to make one's own decisions.

Indigenous people: original inhabitants or residents who have been staying in an area for many years.

Innovation: means to think of new ideas and come up with ways to make them work in real life

Landmark: places which are well known or easy to locate such as a bridge, tower, railway station, etc.

Legislations: a law or set of laws made by the government

List: a number of items or names of the same type written one after another

Menu bar: Present at the top of the document just below the title bar and has several menu items.

Modal Verbs: these are other auxiliary verbs, such as Can, May and Should.

Modify: make partial or minor changes to something

Occasionally: sometimes; once in a while

Open-mindedness: means to be open to trying new things and being open to others feedback

Organise: arrange in order

Paralanguage: the other parts of spoken language (besides words) — tone, rate, loudness, etc.

Passive: not taking action, influenced by others

Passive-aggressive: *avoiding direct attacks but showing indirect signs of anger and hurt*

Perseverance: *means to not give up and keep going when a difficult situation comes up.*

Possessive adjective: *an adjective that is used to show ownership or relation. It comes before a noun in the sentence and lets us know to whom the noun belongs to or, is related to.*

Posture: *the position of the body when standing, sitting or working.*

Preposition: *words that link nouns, pronouns and phrases to other words in a sentence. Prepositions usually describe the position of something, the time when something happens and the way in which something is done.*

Presentable: *clean, smart and well-dressed enough to be seen in public.*

Prioritise: *determine the order for dealing with, according to their relative importance*

Proverb: *a short saying that conveys a truth or a piece of advice*

Qualities: *a distinctive attribute or characteristic possessed by someone or something.*

Receptionist: *a person who is employed to receive and help guest at a hotel.*

Reject: *to delete the changes and revert to the original document.*

Restoration: *do things to repair/ bring back to the original condition.*

Reward: *a prize given for achieving something*

Sanitation: *Public services for cleanliness and hygiene*

Seldom: *rarely*

Similar: *looking same in appearance, character, or quantity, but not identical.*

Social inequalities: *differences in the society between people on the basis of their caste, community, gender or income*

Stakeholder: *any person or group who has a 'stake' or an interest, or concern in a particular action*

Studio: *a place where films are made or produced*

Timeframe: *a specific period of time by when something occurs or is planned to take place*

Timeline: *a graph of a period of time with important events*

Title: *a name that describes someone's position or job*

Values: *qualities and principles which make a person think and act in a certain way*

Word Document: *an electronic document which is written using a computer*

Word Processor: *a software application used to write documents*